

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERM 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 4 NOVEMBER 2019.

1. From: COMMANDER, NAVAL SURFACE FORCE ATLANTIC	2. UIC: NS4095.
3. To: (b)(6) USN	

REASONS FOR ADMINISTRATIVE SEPARATION PROCESSING

(4a)	REASONS FOR ADMINISTRATIVE SEPARATION PROCESSING	MILPERSMAN REFERENCE
(4a)	SEPARATION BY REASON OF MISCONDUCT - DRUG ABUSE - As evidenced by positive urinalysis result for THC. (LAN: (b)(6) collected 22 May 2019).	MPM 1910-146
(4b)		
(4c)		

Least Favorable Characterization of Service Possible is General (Under-Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

	ELECT	WAIVE
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. <i>(Non-lawyer counsel may be appointed as determined by commanding officer.)</i>	(b)(6)	
6. To submit a written statement for consideration by separation authority.		
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form.)</i>		
8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. <i>(Failure to appear without good cause constitutes a waiver to be present at administrative board.)</i>		
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.		
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.		
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active-duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.		
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.		

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPER 191031 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve, and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below-named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

DSO SE

18. Address of Military Counsel:

9620 Maryland Ave
McLean, VA 22101

19. Phone Number:

(b)(6)

CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES

NO

N/A

20. Do you intend to file an appeal?

21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI):

(b)(6)

24. Date:

12 NOV 19

(b)(6)

CDR

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE:

25. Service Member's Name (Last, First, MI)

(b)(6)

(b)(6)

27. Date:

13 NOV 19

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

(b)(6)

(b)(6)

30. Date:

18 NOV 19

COUNSEL CERTIFICATION (IF APPLICABLE)

(b)(6)

31. Counsel's Name (Last, First, MI)

DSO SE

33. Date:

19 NOV 19

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2010) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 21 November 2019

1. From: Commanding Officer, USS DWIGHT D. EISENHOWER (CVN 69)

2. UIC: 03369

3. To: (b)(6) USN, XXX-XX

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) SEPARATION BY REASON OF MISCONDUCT - DRUG ABUSE - AS EVIDENCED BY YOUR POSITIVE URINALYSIS COLLECTED ON OR ABOUT 21 AUGUST 2019.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.)
- (b)(6)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ELECTIVE WAIVER

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pay.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	N/A
20. Do you intend to file an appeal?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")		24. Date:
22. Certifier's Name (Last, First, MI): (b)(6)	(b)(6)	24. Date: 21 NOV 19

MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 03 DEC 19

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 04 DEC 19

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
 NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE		
Date: 3/19/2020		
1. From: Commanding Officer, Naval Station Norfolk	2. UIC: 62688	
3. To: (b)(6) USN		
REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING		MILPERSMAN REFERENCE
(4a)	Separation by Reason of Misconduct - Drug Abuse as evidenced by a positive urinalysis for THC	1910- 146
(4b)		
(4c)		
Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).		
If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.		
YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)		ELECT WAIVE
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. <i>(Non-lawyer counsel may be appointed as determined by commanding officer.)</i>		(b)(6)
6. To submit a written statement for consideration by separation authority.		
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form.)</i>		
8. To request an administrative board. If you have 6 or more years of total active and or reserve military service. <i>(Failure to appear without good cause constitutes a waiver to be present at administrative board.)</i>		
9. To representation at an administrative board by qualified counsel. If you have 6 or more years of total active and or reserve military service.		
10. To representation at an administrative board by civilian counsel at your own expense. If you have 6 or more years of total active and or reserve military service.		
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.		
12. To general court-martial convening authority (GCMCA) review. If you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.		

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2016) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 30 January 2020

1. From: Commanding Officer, Fleet Readiness Center Mid-Atlantic	2. UIC: 44490
3. To: (b)(6) USNR, XXX-XX(b)(6)	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING **MILPERSMAN REFERENCE**

(4a) Separation by Reason of Misconduct - Drug Abuse (UCMJ, Art. 112a), as evidenced by Navy Drug Testing Results of 19 November 2019 and 19 January 2020.	1910-146
(4b)	
(4c)	

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

WHAT A SEPARATION AUTHORITY MAY DO IN AN APPROPRIATE BLOCK	
6. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)	(b)(6)
7. To submit a written statement for consideration by separation authority.	
8. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)	
9. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)	
10. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.	
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed. If you are being processed for misconduct, members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.	
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-032) for review. If elected, GCMCA or higher assumes separation authority responsibility.	

FOR OFFICIAL USE ONLY
 PRIVACY SENSITIVE

Page 1 of 2

ENCLOSURE (8)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPIRS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE		
ADDITIONAL NOTICES		
13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.		
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge or completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserves and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.		
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pay.		
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.		
17. Name of Military Counsel: DSO Southeast DGT Pensacola	18. Address of Military Counsel: 163 Elliston Ave Suite C Pensacola, FL 32508	(b)(6)
CIVIL AND CONVICTION RECORD INFORMATION / RESPONDENT INFORMATION / APPROPRIATE DATES		
20. Do you intend to file an appeal?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	
COMMENCEMENT DATE OF SEPARATION / DATE OF SEPARATION		
22. Certifier's Name (Last, First, MI): (b)(6)	(b)(6)	24. Date: 30 JAN 20
MEMBER PERTINENT INFORMATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI) (b)(6)	(b)(6)	27. Date: 30 JAN 20
MY RESPONSE TO THIS NOTICE IS COMPLETE		
28. Service Member's Name (Last, First, MI) (b)(6)	(b)(6)	30. Date: 04 FEB 20
COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

FOR OFFICIAL USE ONLY
 PRIVACY SENSITIVE

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPIRS 1910/31 (Rev. 06-2015) **PREVIOUS EDITIONS ARE OBSOLETE**

NOTIFICATION PROCEDURE:

Date: 28-May-2020

1. From: Commanding Officer, Naval Submarine Support Center, Bangor	2. UIC: 45040
3. To: (b)(6)	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING:

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Drug Abuse as evidenced by a positive urinalysis for THC from NDSL Great Lakes, IL - New Drug Testing Results, Report Date: 26 May 2020

1910-145

(4b)

(4c)

Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions):

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.) (b)(6)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE (continued)**ADDITIONAL NOTICE:**

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK) YES NO (N/A)

20. Do you intend to file an appeal?

21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI):

(b)(6)

24. Date:

(b)(6)

By direction

5/28/20

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

26. Service Member's Signature:

27. Date:

(b)(6)

(b)(6)

06/02/20

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

29. Service Member's Signature:

30. Date:

(b)(6)

(b)(6)

06/02/20

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 21 April 2020

1. From: Commanding Officer, Helicopter Sea Combat Squadron TWO	2. UIC: 09212
3. To: (b)(6) USN	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by reason of misconduct - Drug Abuse (As evidenced by positive urinalysis on 2 April 2020 for 1642 ng/ml of THC)

MPM 1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO THE RIGHTS/INITIAL APPROPRIATE BLOCKING

ELECTION / WAIVER

- 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.)
- 6. To submit a written statement for consideration by separation authority.
- 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. *(Classified documents will be summarized in unclassified form.)*
- 8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. *(Failure to appear without good cause constitutes a waiver to be present at administrative board.)*
- 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
- 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- 12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-032) for review. If elected, GCMCA or higher assumes separation authority responsibility.

(b)(6)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICES

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	N/A
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20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")		24. Date:
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22. Certifier's Name (Last, First, MI): (b)(6)	23. Certifier's Signature: (b)(6)	24. Date: 21APR20
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MEMBER CERTIFICATION		
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I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
26. Service Member's Name (Last, First, MI) (b)(6)	26. (b)(6)	27. Date: 21APR20

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
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28. Service Member's Name (Last, First, MI) (b)(6)	(b)(6)	30. Date: 28APR20
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COUNSEL CERTIFICATION (IF APPLICABLE)		
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31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:
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FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

Page 2 of 2

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPIRS 1910/31 (Rev. 06-2015) - PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE			
Date: 05-Aug-2020			
1. From: Commanding Officer, Naval Station Everett	2. UIC: 68967		
3. To: (b)(6) USN			
REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING			
(4a) SEPARATION BY REASON OF MISCONDUCT - DRUG ABUSE - AS EVIDENCED BY RECEIPT OF NONJUDICIAL PUNISHMENT ON OR ABOUT 5 AUGUST 2020.	MILPERSMAN REFERENCE 1910-146		
(4b) SEPARATION BY REASON OF MISCONDUCT - COMMISSION OF A SERIOUS OFFENSE - EVIDENCED BY RECEIPT OF NONJUDICIAL PUNISHMENT ON OR ABOUT 5 AUGUST 2020 AND PRELIMINARY INQUIRY DATED (b)(6)	1910-142		
(4c)			
Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)			
If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.			
YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)		ELECT	WAIVE
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (b)(6) <i>(Non-lawyer counsel may be appointed as determined by commanding officer.)</i>			
6. To submit a written statement for consideration by separation authority.			
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form.)</i>			
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. <i>(Failure to appear without good cause constitutes a waiver to be present at administrative board)</i>			
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.			
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.			
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active-duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.			
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.			

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)**

Supporting Directive MILPERSMAN 1910-402/404

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve, and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")		
22. Certifier's Name (Last, First, MI): (b)(6) By Direction	23. Certifier's Signature: (b)(6)	24. Date: 5 AUG 20

MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 5 AUG 20

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 5 AUG 20

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 03-Mar-2020

1. From: Commanding Officer, Strike Fighter Squadron FOURTEEN	2. UIC: 09084
3. To: (b)(6) USN, XXX-XX (b)(6)	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING	MILPERSMAN REFERENCE
(4a) Misconduct - Commission of a Serious Offense VUCMJ Article 92: In that (b)(6) U.S. Navy, Strike Fighter Squadron FOURTEEN, on active duty, having knowledge of a lawful direct order issued by Commander (b)(6) Commanding Officer, Strike Fighter Squadron to receive his mandatory annual flu vaccination by the end of the day on or about 11 February 2020, an order which it was his duty to obey at or near Naval Air Station Lemoore, California, did fail to obey the same.	1910-142
(4b)	
(4c)	

Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK):	ELECT	WAIVE
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. <i>(Non-lawyer counsel may be appointed as determined by commanding officer.)</i>	(b)(6)	
6. To submit a written statement for consideration by separation authority.		
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form.)</i>		
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. <i>(Failure to appear without good cause constitutes a waiver to be present at administrative board)</i>		
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.		
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.		
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.		

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)			
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)		
22. Certifier's Name (Last, First, MI): (b)(6)	(b)(6)	24. Date: <i>30 MAR 20</i>

MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Classification (b)(6)	27. Date: <i>05 MAR 20</i>
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MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: <i>05 MAR 20</i>
COUNSEL CERTIFICATION (IF APPLICABLE)		

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)**

Supporting Directive MILPERSMAN 1910-402

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 12 August 2020

1. From: COMMANDING OFFICER, USS KEARSARGE (LHD 3)	2. UIC: 21700
3. To: (b)(6) USN	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING	MILPERSMAN REFERENCE
(4a) Separation by Reason of Misconduct - Drug Abuse as evidence of positive urinalysis from 4 June 2020.	1910-146
(4b)	
(4c)	

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

- | | ELECT | WAIVE |
|---|--------|-------|
| 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
<i>(Non-lawyer counsel may be appointed as determined by commanding officer)</i> | (b)(6) | |
| 6. To submit a written statement for consideration by separation authority. | | |
| 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form)</i> | | |
| 8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. <i>(Failure to appear without good cause constitutes a waiver to be present at administrative board)</i> | | |
| 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service. | | |
| 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service. | | |
| 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved. | | |
| 12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility. | | |

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)**

Supporting Directive MILPERSMAN 1910-402
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	N/A
20. Do you intend to file an appeal?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, Mi): (b)(6) (b)(6) LNU (EXW/SW/AW) BYDIRCO	(b)(6)	24. Date: 12 August 2020
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.	
25. Service Member's Name (Last, First, Mi) (b)(6)	(b)(6)
	27. Date: 12 AUG 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, Mi) (b)(6)	(b)(6)	30. Date: 14 AUG 2020
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, Mi) DSO SE	32. Counsel's Signature: Spoke via Phone	33. Date: 13 Aug 20
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERNS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 17 December 2020

1. From: Commanding Officer, Navy Region Southwest Transient Personnel Unit | 2. VIC: 32005
3. To: (b)(6) XXX-XX (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Misconduct - Drug Abuse (MILPERSMAN 1910-146), as evidenced by a positive urinalysis collected on 23 Nov 2020, a copy of which has been provided with this notice. | 1910-146.

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions):

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

- 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.) | (b)(6)
- 6. To submit a written statement for consideration by separation authority.
- 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
- 8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
- 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
- 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- 12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
-------------------------------	----------------------------------	-------------------

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input checked="" type="checkbox"/> (b)(6)
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

22. Certifier's Name (Last, First, MI): (b)(6) USN	23. Certifier's Signature: (b)(6)	24. Date: 17 DEC 2020
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MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI): (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 21 DEC 20

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature (b)(6)	30. Date: 21 DEC 20

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date:

MAR 2 5 2020

1. From: COMMANDING OFFICER, NAVAL AIR TECHNICAL TRAINING CENTER

2. LIC: 63093

3. To: (b)(6)

USN (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a)

MISCONDUCT – DRUG ABUSE as evidenced by VUCMJ, Article 112a, wrongful use of Cocaine, a schedule II controlled substance on 15 February 2020.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

- 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.)
- 6. To submit a written statement for consideration by separation authority.
- 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. *(Classified documents will be summarized in unclassified form.)*
- 8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. *(Failure to appear without good cause constitutes a waiver to be present at administrative board.)*
- 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
- 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- 11. If applicable, to request transfer to Fleet Reserve/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed. If you are being processed for misconduct, Members must have 20 years of creditable active-duty service to elect. Approval to transfer to the Fleet Reserve/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- 12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

SP091012
ENCLOSURE(1)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPER 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel: N/A	18. Address of Military Counsel: N/A	19. Phone Number: N/A
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	N/A
20. Do you intend to file an appeal?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI): (b)(6) CMD LEGAL ASSISTANT	23. Certifier's Signature: (b)(6)	24. Date: MAR 25 2020
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 25 MAR 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 25 MAR 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:
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**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 25-Feb-2020

1. From: Commanding Officer, Navy Medicine Readiness And Training Command Portsmouth | 2. UIC: 00183
3. To: (b)(6) USN, XXXX-XX(b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

- (4a) Separation by Reason of Misconduct - Drug Abuse as evidenced by your positive urinalysis dated 24 January 2020, of Tetrahydrocannabinol (THC), a Schedule I controlled substance.

MILPERSMAN REFERENCE

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation.
(Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service.
(Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

(b)(6)

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) · PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action:

17. Name of Military Counsel: N/A	18. Address of Military Counsel: N/A	19. Phone Number: N/A
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	N/A
20. Do you intend to file an appeal?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")		24. Date:
22. Certifier's Name (Last, First, MI): (b)(6) JAGC, USN (By direction)	23. Certifier's Signature: (b)(6)	18 MAR 2020

MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
26. Service Member's Name (Last, First, MI) (b)(6)	28. Service Member's Signature: (b)(6)	27. Date: 18 MAR 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
29. Service Member's Name (Last, First, MI) (b)(6)	30. Service Member's Signature: (b)(6)	31. Date: 18 MAR 2020

COUNSEL CERTIFICATION (IF APPLICABLE)		
33. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	34. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) Supporting Directive MILPERSMAN 1910-402
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE			
Date: 15 June 2020			
1. From:	Commanding Officer, Mid-Atlantic Regional Maintenance Center, Norfolk, VA 2. UIC: 41150		
3. To:	(b)(6) U.S. Navy		
REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING		MILPERSMAN REFERENCE	
(4a) Separation by Reason of Misconduct - Drug Abuse (as evidenced by positive urinalysis for THC (marijuana) use on or about 5 May 2020)		1910-146	
(4b) AND NO OTHERS...		N/A	
(4c) N/A		N/A	
Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions).			
If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.			
YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)		ELECT	WAIVE
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. <i>(Non-lawyer counsel may be appointed as determined by commanding officer.)</i>			
6. To submit a written statement for consideration by separation authority.			
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form.)</i>			
8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. <i>(Failure to appear without good cause constitutes a waiver to be present at administrative board.)</i>			
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.			
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.			
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.			
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-632) for review. If elected, GCMCA or higher assumes separation authority responsibility.			

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

Page 1 of 2
ENCLOSURE (3)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:	
DSO	Navy STA NORFOLK		
CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)			
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)			
22. Certifier's Name (Last, First, MI): (b)(6)	23. Certifier's Signature: (b)(6)	24. Date: 15 JUN 2020	
LNC(SW/AW/EXW), USN, BYDI			

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 16 JUN 20
USN		

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 26 JUN 20
USN		

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 08-2018) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 15-Oct-2020

1. From: Commanding Officer, PCU DANIEL INOUYE (DDG 118)

2. UIC: 51099

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Reason of Misconduct-Drug Abuse as evidenced by admission of use of marijuana.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-169 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECTED **WAIVED**

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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PRIVACY SENSITIVE

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 08-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE:

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are members not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recovery of advance education assistance costs, bonuses, or special pay.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have selected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT) INITIAL APPROPRIATE BLOCK		YES	NO	N/A
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20. Do you intend to file an appeal? (b)(6)
21. Do you request separation before your appeal is decided or time for appeal has passed?

22. Certifier's Name (Last, First, MI): (b)(6)	23. Certifier's Signature: (b)(6)	24. Date: 11 OCT 20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 21 OCT 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.		28. Service Member's Name (Last, First, MI): (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 21 OCT 20
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COUNSEL CERTIFICATION (IF APPLICABLE)		31. Counsel's Name (Last, First, MI):	32. Counsel's Signature:	33. Date:
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE

Date: 8/24/2020

1. From: Commanding Officer, Naval Station Norfolk 2. UIC: 62688
3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a)

- Separation by Reason of Misconduct - Drug Abuse as evidenced by a positive urinalysis for THC.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

(ELECTIVE) (WAIVE)

(b)(6)

- To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
- To submit a written statement for consideration by separation authority.
- To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
- To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
- To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
- To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- If applicable, to request transfer to Fleet Reserve/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE:

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

20. Do you intend to file an appeal?
21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI): (b)(6)	(b)(6)	24. Date: 21 AUG 20
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LT, JAGC, USN

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.	(b)(6)	27. Date: 24 AUG 2020
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25. Service Member's Name (Last, First, MI)

(b)(6) (b)(6)

28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 24 AUG 2020
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:
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**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)**

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 10-Jul-2020

1. From: COMMANDING OFFICER, USS CARL VINSON (CVN-70)

2. UIC: 20993

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

- (4a) Separation by Reason of Misconduct - Drug Abuse as evidenced by your positive urinalysis for Tetrahydrocannabinol (THC) did 8 June 2020 and admission of your use of marijuana on or about 4 June 2020.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO THE RIGHTS LISTED BELOW (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation.
(Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service.
(Failure to appear without good cause constitutes a waiver to be present at administrative board)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed. If you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)**ADDITIONAL NOTICE**

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	NA
20. Do you intend to file an appeal?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

22. Certifier's Name (Last, First, MI): (b)(6)	23. Certifier's Signature: (b)(6)	24. Date: 7/10/20
LNC, USN, BYDIRCO		

MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 10JUL20
USN		

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 10JUL20
USN		

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)**

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 04-Jun-2020

1. From: Commanding Officer, Navy Information Operations Command Hawaii
3. To: (b)(6)

2. UIC: 43456

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Misconduct - Drug Abuse

1910-146

(4b) Misconduct - Commission of a Serious Offense

1910-142

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO THE FOLLOWING RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECTED WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.) (b)(6)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. *(Classified documents will be summarized in unclassified form.)*
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. *(Failure to appear without good cause constitutes a waiver to be present at administrative board.)*
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below-named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVIL AND CONVICTION/APPEAL INFORMATION (RESPONDENT INITIALS APPROPRIATE BLOCK)		
YES	NO	NA
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

22. Certifier's Name (Last, First, MI): (b)(6) LT JAGC USA 15y Direction	23. Certifier's Signature: (b)(6)	24. Date: 4 JUN 2020
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MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI) (b)(6)	(b)(6)	27. Date: 4 JUN 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI) (b)(6)	(b)(6)	30. Date: 9 JUN 2020

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI) DSO PAG DET PEARL HARBOR	32. Counsel's Signature: (b)(6)	33. Date: 8 JUN 20

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2015) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE

Date: 21 January 2020

1. From: Commanding Officer, Fleet Readiness Center Mid-Atlantic 2. UIC: 44490
(b)(6)

3. To: USNR, [REDACTED]

REASONS FOR ADMINISTRATIVE SEPARATION PROCESSING

(4a) Separation by Reason of Misconduct - Drug Abuse (UCMJ Art. 112a), as evidenced by Navy Drug Testing Results of 2 October 2019.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserves to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-188 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO THE FOLLOWING RIGHTS (INITIAL APPROPRIATE BLOCKS WILL BE SHOWN)

- (b)(6)
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
 6. To submit a written statement for consideration by separation authority.
 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
 8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
 10. To representation at an administrative board by civilian counsel at your own expense, if you have 8 or more years of total active or reserve military service.
 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend reenrollment in your current or a reduced pay grade. If you waive such board, a reduction in reduced pay grade upon transfer may be directed if you are being processed for misconduct. Member must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
 12. To general court-martial convening authority (GCMCA) review, if you have less than 8 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERB-432) for review. If elected, GCMCA or higher assumes separation authority responsibility.

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

Page 1 of 2

ENCLOSURE (7)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2016) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION RECEIVED (IF COMPLETED)

ADDITIONAL NOTICE INFORMATION

13. **For members on active duty not in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists and on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute terminative characterization of service upon discharge or completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for incurrence of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel: DSO 32	18. Address of Military Counsel: [REDACTED]	19. Phone Number: [REDACTED]
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DISCIPLINARY/CONVICTION/ARREST INFORMATION/RESPONDENT INFORMATION/PROSECUTION INFORMATION

20. Do you intend to file an appeal?
21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMANDER CERTIFICATION (CONTINUATION OF COUNSEL'S SIGNATURE ON PAGE ONE)

22. Counselor's Name (Last, First, MI): (b)(6)	23. Counselor's Signature: (b)(6)	24. Date: 21 JAN 20
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MEMBER CERTIFICATION

1 ACKNOWLEDGE RECEIPT OF THIS NOTICE 25. Service Member's Name (Last, First, MI) (b)(6)	26. (b)(6)	27. Date: 21 JAN 2020
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	29. (b)(6)	30. Date: 28 JAN 2020
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COUNSEL CERTIFICATION (IF APPLICABLE)		31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:
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FOR OFFICIAL USE ONLY
 PRIVACY SENSITIVE

(2)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE:

Date: 27-Dec-2019

1. From: Commander, Strategic Communications Wing ONE

2. UIC: 55575

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation By Reason of Misconduct - Drug Abuse - As evidenced by your urinalysis from on or about 25 November 2019.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.) (b)(6)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. *(Classified documents will be summarized in unclassified form.)*
8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. *(Failure to appear without good cause constitutes a waiver to be present at administrative board)*
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES

NO

N/A

20. Do you intend to file an appeal?

21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI):

(b)(6)

24. Date:

(b)(6)

(By Direction)

27 DEC 19

MEMBER CERTIFICATION

ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

26. Service Member's Signature:

27. Date:

(b)(6)

(b)(6)

27 DEC 19

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

29. Service Member's Signature:

30. Date:

(b)(6)

(b)(6)

27 DEC 19

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPER 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 25-Oct-2019

1. From: Commander, Littoral Combat Ship Squadron TWO
 (b)(6) USN

2, UIC: 41145

REASONS FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Drug Abuse, as evidenced by your positive urinalysis on or about 14 August 2019.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. *(Classified documents will be summarized in unclassified form.)*
8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. *(Failure to appear without good cause constitutes a waiver to be present at administrative board.)*
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

<p>FOR OFFICIAL USE ONLY PRIVACY SENSITIVE</p>	Page 3 of 2
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have selected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	N/A
20. Do you intend to file an appeal?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")		
22. Certifier's Name (Last, First, MI): (b)(6)	(b)(6)	24. Date: 31 OCT 19
JAGC, LT, USN, By direction		

MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 31 OCT 19 31 OCT 19

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 26 NOV 19

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019). PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 21 December 2020

1. From: Commanding Officer, Navy Region Southwest Transient Personnel Unit	2. UIC: 32005
3. To: (b)(6) XXX-XX	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Misconduct - Drug Abuse (MILPERSMAN 1910-146), as evidenced by a positive urinalysis collected on 17 November 2020, a copy of which has been provided with this notice.	1910-146
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(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-168 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

- | | EFFECT | WAIVE |
|---|--------|-------|
| 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
<i>(Non-lawyer counsel may be appointed as determined by commanding officer.)</i> | (b)(6) | |
| 6. To submit a written statement for consideration by separation authority. | | |
| 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form.)</i> | | |
| 8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. <i>(Failure to appear without good cause constitutes a waiver to be present at administrative board.)</i> | | |
| 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service. | | |
| 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service. | | |
| 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction in reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved. | | |
| 12. To general court-martial convening authority (GCMCA) review, if you have less than 8 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility. | | |

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

Page 1 of 2
Enclosure (1)
Page (1) of (2)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)

Supporting Directive MILPERSMAN 1910-402

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel: (b)(6) LT	18. Address of Military Counsel: DSO WEST	19. Phone Number: (b)(6)
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		
20. Do you intend to file an appeal?	<input checked="" type="checkbox"/>	YES
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	NO
	<input type="checkbox"/>	N/A
(b)(6)		

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")		
22. Certifier's Name (Last, First, MI): (b)(6) USN	(b)(6)	24. Date: 21 DEC 2020

MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI): (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 22 DEC 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI): (b)(6)	(b)(6)	30. Date: 21 DEC 2020

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURES

Date: 12 May 2020

1. From	Commanding Officer, Navy Medicine Readiness and Training Command Pensacola	2. IAC: 00203
3. To:	(b)(6) USN	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

(4a) Separation by Reason of Misconduct - Drug Abuse, as evidence by Positive Urinalysis for Cocaine and THC on 14 April 2020.	[910-146]
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(4b) Separation by Reason of Misconduct - Drug Abuse, as evidence by Positive Urinalysis for Cocaine on 27 April 2020.	[910-146]
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(4c)	
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Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK) ELECT WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of tradable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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Page 1 of 2

Enclosure (1)

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (CONTINUED)

ADDITIONAL NOTICES

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel	18. Address of Military Counsel	19. Phone Number:
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CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK NUMBER) YEB TRO KNAV

20. Do you intend to file an appeal?
21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER) (B)(6) CDR CO CHIEF OF STAFF CHIEF OF STAFF FOR RESERVES CHIEF OF STAFF FOR SPECIAL OPERATIONS CHIEF OF STAFF FOR SPECIAL OPERATIONS FOR RESERVES

22. Certifier's Name (Last, First, MI): (b)(6) By direction	24. Date: APR 22 2020
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MEMBER CERTIFICATION (B)(6)	23. Date: APR 22 2020
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I ACKNOWLEDGE RECEIPT OF THIS NOTICE

25. Service Member's Name (Last, First, MI): (b)(6)	26. Date: 12 MAY 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6)	29. Date: 12 MAY 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature	33. Date:
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE

Date: 24 November 2020

1. From: Commanding Officer, Naval Submarine School	2. UIC: 00750
3. To: (b)(6) USN	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

(4a)	REASON FOR SEPARATION	MILPERSMAN REFERENCE
(4a)	Separation Processing by Reason of Misconduct - Drug Abuse (As evidenced by Non-judicial Punishment dated 17 November 2020)	1910-146
(4b)		
(4c)		

Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions):

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO THE FOLLOWING RIGHTS PERTAINING TO SEPARATION:

- 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.) (b)(6)
- 6. To submit a written statement for consideration by separation authority.
- 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
- 8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
- 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
- 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- 11. If applicable, to request transfer to Fleet Reserve/Retired Reserve List, understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- 12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPER 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 20 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve, and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for his action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT IN TAL APPROPRIATE BLOCK) YES NO N/A

20. Do you intend to file an appeal?
21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI): (b)(6)	23. Certifier's Signature: (b)(6)	24. Date: 24 Nov 20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 24 Nov 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 24 Nov 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:
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**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)**

Supporting Directive MILPERSMAN 1910-402/404

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 24 November 2020

1. From: Commanding Officer, Naval Submarine School
(b)(6)

2. UIC: 00750

3. To: USN

REASONS FOR ADMINISTRATIVE SEPARATION PROCESSING

(4a)

Separation Processing by Reason of Misconduct - Drug Abuse (As evidenced by Non-judicial Punishment dated 17 November 2020)

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO THE FOLLOWING RIGHTS IN THE APPROPRIATE ORDER:

(b)(6)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. *(Classified documents will be summarized in unclassified form.)*
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. *(Failure to appear without good cause constitutes a waiver to be present at administrative board.)*
9. To representation at an administrative board by qualified counsel; if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense; if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List, understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-632) for review. If elected, GCMCA or Higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPER 1910/31 (Rev. 06-2015)Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally or given to your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of never service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT (INITIAL APPROPRIATE BLOCK))
 YES NO UNKNOWN

20. Do you intend to file an appeal?
21. Do you request separation before your appeal's decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER (HEAD OF ORGANIZATION))

22. Certifier's Name (Last, First, MI): (b)(6)	23. Certifier's Signature: (b)(6)	24. Date: 24 Nov 20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 24 Nov 20

MY RESPONSE TO THIS NOTICE IS COMPLETE		
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 24 Nov 20

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
 NAVPERS 1910/31 (Rev. 06-2016) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION NUMBER:

Date: 19 March 2020

1. From: Commanding Officer, Fleet Readiness Center Mid-Atlantic (b)(6)	2. UIC: 44327
3. To: USN, XXX-XX	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING		MILPERSMAN REFERENCE
(4a) Separation by Reason of Misconduct - Drug Abuse (UCMJ, Art. 112a), as evidenced by Navy Drug Testing Results of 21 February 2020.		1910-146
(4b)		
(4c)		

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-188 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO THE FOLLOWING RIGHTS (INITIAL APPROPRIATE BLOCK)	
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. <i>(Non-lawyer counsel may be appointed as determined by commanding officer.)</i>	(b)(6)
6. To submit a written statement for consideration by separation authority.	
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form.)</i>	
8. To request an administrative board, if you have 8 or more years of total active and or reserve military service. <i>(Failure to appear without good cause constitutes a waiver to be present at administrative board.)</i>	
9. To representation at an administrative board by qualified counsel, if you have 8 or more years of total active and or reserve military service.	
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.	
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.	
12. To general court-martial convening authority (GCMCA) review, if you have less than 8 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.	

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 PRIVACY SENSITIVE

ENCLOSURE (6)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally or given to you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute lenient characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during the period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pay.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	NO APPLICABLE
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

COMMAND CERTIFICATION (COMMANDING OFFICER OF PAY DIRECTOR)		24. Date:
22. Certifier's Name (Last, First, MI): (b)(6)	23. Certifier's Signature: (b)(6)	19 March 2020

MEMBER CERTIFICATION		27. Date:
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		19 MAR 2020
25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	

MY RESPONSE TO THIS NOTICE IS COMPLETE		30. Date:
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	19 MAR 2020

COUNSEL CERTIFICATION (IF APPLICABLE)		33. Date:
31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	

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PRIVACY SENSITIVE

(2)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive: MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 02-Dec-2019

1. From:	Commanding Officer, Naval Construction Training Center, Port Hueneme, CA (b)(6)	2. UIQ:	30633
3. To:			

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a)	Separation by reason of misconduct - Drug Abuse as evidenced by a positive urinalysis test dated 20 Nov 2019	1910-146
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(4b)		
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(4c)		
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Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-165 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT WAIVE

- 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.) (b)(6)
- 6. To submit a written statement for consideration by separation authority.
- 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
- 8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
- 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
- 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- 12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
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17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	N/A
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20. Do you intend to file an appeal?
21. Do you request separation before your appeal is decided or time for appeal has passed?

22. Certifier's Name (Last, First, MI): (b)(6) Legal Officer, By Direction	(b)(6)	24. Date: 02-Dec-2019
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MEMBER CERTIFICATION		
I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 02-Dec-2019

MY RESPONSE TO THIS NOTICE IS COMPLETE.		
28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 03 DEC 2019

COUNSEL CERTIFICATION (IF APPLICABLE)		
31. Counsel's Name (Last, First, MI) DSO San Diego	32. Counsel's Signature: DSO SAN DIEGO	33. Date: 03 DEC 2019

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2019) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 13-Nov-2019

1. From: Commanding Officer, Naval Medical Center Portsmouth

2. UIC: 00183

3. To: (b)(6) USN, [REDACTED]

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING**MILPERSMAN REFERENCE**

(4a) Separation by Reason of Convenience of the Government – Parenthood

1910-124

(4b)

(4c)

Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)**ELECT****WAIVE**

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense.
(Non-lawyer counsel may be appointed as determined by commanding officer.)
- (b)(6)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. *(Classified documents will be summarized in unclassified form.)*
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. *(Failure to appear without good cause constitutes a waiver to be present at administrative board.)*
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 20. Do you intend to file an appeal? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Do you request separation before your appeal is decided or time for appeal has passed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, Mi): (b)(6) CDR, JAGC, USN (By direction)	(b)(6)	24. Date: 11/15/19
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, Mi) (b)(6)	26. Service Member's Signature (b)(6)	27. Date: 27 NOV 19
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, Mi) (b)(6)	29. Service Member's Signature (b)(6)	30. Date: 27 NOV 19
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31. Counsel's Name (Last, First, Mi)	32. Counsel's Signature:	33. Date:
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE Support
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 01-Oct-2020

1. From: Commanding Officer, USS HARRY S TRUMAN CVN 75
3. To: (b)(6) JSN

2 UIC: 21853

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

EMPLOYEE REFERENCE

- (4a) Misconduct - Drug Abuse, as evidenced by positive urinalysis results of 27 August 2020 and NTP held 29 September 2020 for violation of UCMJ Article 112a - Wrongful use of a controlled substance.

1910-146

[4b]

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-168 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

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5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
 6. To submit a written statement for consideration by separation authority.
 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
 8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
 12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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Page 1 of 2
Enclosure (2)
1 of 2

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 20. Do you intend to file an appeal? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Do you request separation before your appeal is decided or time for appeal has passed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, Mi): (b)(6) LT, JAGC, USN BY DIRCO	(b)(6)	24. Date: 01 OCT 2020
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.		
25. Service Member's Name (Last, First, Mi): (b)(6) USN	26. Service Member's Signature: (b)(6)	27. Date: 01 OCT 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, Mi): (b)(6) USN	29. Service Member's Signature: (b)(6)	30. Date: 01 OCT 2020
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31. Counsel's Name (Last, First, Mi):	32. Counsel's Signature:	33. Date:
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Enclosure (2)
 Z of 2

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2015) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE

Date: 25 March 2020

1. From:	Commanding Officer, Training Support Center Hampton Roads	2. UIC:	00281
3. To:	(b)(6) USN		

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING	MILPERSMAN REFERENCE
(4a) Separation by reason of misconduct - Commission of a serious offense as evidenced by your NJP of 24 March 2020	1910-142
(4b) Separation by reason of misconduct - Drug abuse as evidence by your positive urinalysis of 9 March 2020	1910-146
(4c)	

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)	ELECT	WAIVE
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. <i>(Non-lawyer council may be appointed as determined by commanding officer.)</i>	(b)(6)	
6. To submit a written statement for consideration by separation authority.		
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. <i>(Classified documents will be summarized in unclassified form.)</i>		
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ENCLOSURE (1)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2016) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION / RESPONDENT INITIAL APPROPRIATE BLOCK

YES	NO	N/A
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20. Do you intend to file an appeal?

21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI): (b)(6) 24. Date: 25 MAR 20
(b)(6) By direction

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.
25. Service Member's Name (Last, First, MI) (b)(6) 26. Service Member's Signature: (b)(6) 27. Date: 30 MAR 20
(b)(6)

MY RESPONSE TO THIS NOTICE IS COMPLETE.
28. Service Member's Name (Last, First, MI) (b)(6) 29. Service Member's Signature: (b)(6) 30. Date: 30 MAR 20
(b)(6)

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE**NOTIFICATION PROCEDURE**

Date: 26 November 2019

1. From: Commanding Officer, Naval Air Station Jacksonville
(b)(6)

Z UIC 00207

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING(4a) Separation by Reason of Alcohol Rehabilitation Failure - as evidenced by (b)(6)
noncompliance with completing command approved after care plan.

MILPERSMAN REFERENCE

1910-152

(4b) Separation by Reason of Misconduct - drug abuse as evidenced by wrongful possession of controlled substance.

1910-146

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-156 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

- (b)(6)
- 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense (Non-lawyer counsel may be appointed as determined by commanding officer.)
 - 6. To submit a written statement for consideration by separation authority.
 - 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation (Classified documents will be summarized in unclassified form.)
 - 8. To request an administrative board, if you have 8 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
 - 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.
 - 10. To representation at an administrative board by civilian counsel at your own expense, if you have 8 or more years of total active or reserve military service.
 - 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
 - 12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-632) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ELECT

WAIVER

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation; unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
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17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)		YES	NO	N/A
20. Do you intend to file an appeal?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI) (b)(6)	23. Certifier's Signature: (b)(6)	24. Date: 02DEC19
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	(b)(6)	27. Date: 26NOV19
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	(b)(6)	30. Date: 02DEC19
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPER 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 26-Feb-2020

1. From:	Commanding Officer, Naval Medical Center San Diego, California	2. UIC:	00259
3. To:	(b)(6) U.S. Navy, XXX-XX		

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Commission of a Serious Offense as evidence by CO's NJP of 6 February 2020 for V/UCMJ, Article 107 - False Official Statements	1910-142
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(4b) Separation by reason of Misconduct - Drug Abuse as evidenced by positive urinalysis results for Tetrahydronannabinol (THC) dated 23 December 2019.	1910-146
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(4c) N/A	N/A
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Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

- 5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
(b)(6)
- 6. To submit a written statement for consideration by separation authority.
- 7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
- 8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
- 9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
- 10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- 11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- 12. To general court martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

**ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE**

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

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17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
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CIVILIAN CONVICTION APPEAL INFORMATION / RESPONDENT INITIAL APPROPRIATE BLOCK		YES	NO	N/A
20. Do you intend to file an appeal?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI): (b)(6) By direction	23. Certifier's Signature: (b)(6)	24. Date: 27FEB2020
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 27FEB2020
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 27FEB2020
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:
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